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Approved For Release 2001/09/01 : CIA-RDP78-04072R000100030018-0

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Proposed CIA Notice to announce new Civil Service Commission Regulations affecting the Suggestion Awards Program

REFERENCES : a. Federal Personnel Manual Letter, dated 26 May 1961, (attached)
b. New Title 5 - Administrative Personnel, Chapter I - Civil Service Commission - Part 32 - Incentive Awards (attached)
c. Newspaper clippings

1. This memorandum contains a request for concurrence on the attached draft of a CIA Notice.

2. The purpose of this Notice is to announce the New Civil Service Commission Regulations which are designed to strengthen the Suggestion Awards Program. Henceforth, trivial suggestions will be eliminated and attention will be focused on the desirability of suggestions with appreciable Tangible Benefits.

3. The Commission has ruled that, effective 1 July 1961, cash will not be awarded for a suggestion unless it has a tangible value of \$50. or has earned comparable Intangible Benefits, and that the minimum cash award for such improvements will be increased from \$10. to \$15. The new Tangible Awards Scale is increased to represent a flat five per cent of the first year's net savings up to the level of \$10,000., and one-half of one per cent from \$10,001. to \$100,000. The Commission also emphasized some administrative improvements, the most significant of which is that a proposal will not be evaluated if it is obvious that the potential benefits would not be sufficient to offset the cost of processing. Another, that a suggestion will not be evaluated if it does not meet the Agency's definition of a suggestion.

4. It is therefore most important that all Agency personnel understand that these particular rules have been authorized by the Agency's Suggestion Awards Committee for the past four years, otherwise the Suggestion Awards Committee could be faced with many worthless appeals.

5. Publication of the attached Notice will assure ourselves that all Headquarters and Field personnel of this Agency are made aware of these timely objectives and improvements. This proposed Notice does not conflict with CIA Regulations [redacted] where these procedural matters are not described. Incidentally, the Regulation will be revised presently to reflect recent jurisdictional changes affecting the program.

STATINTL

DOC	13	REV DATE	05/03/81	BY	018995
ORIG COMP	-	OPI	32	TYPE	01
ORIG CLASS	U	PAGES	10	REV CLASS	U
JUST	22	NEXT REV	2011	AUTH:	HR 10-2
OP/SAC:JKL:ssw (20 June 1961)					

Not Sent

ROBERT D. ECHOLS
Director of Personnel

Distribution:

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